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 School Apportionment and Financial Services  
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## NET INCREASE IN BASIC AND SPECIAL EDUCATION CERTIFICATED INSTRUCTIONAL STAFF FOR THE 2010–11 SCHOOL YEAR

This is an optional report form that applies only to districts that enroll 25 percent or greater of their total full-time equivalent student enrollment in grades K–3 or grade 4 in digital or online learning programs, as defined in WAC 392-121-182.

Those districts may submit Form SPI 1158DO to report net increases in basic and special education instructional staff that are not reportable on Report S-275. Staff reported on this form are added to S-275 staff in determining school district staff/student ratios. Districts may fax this form to (360) 664-3683.

### A. NET INCREASE IN BASIC EDUCATION CERTIFICATED INSTRUCTIONAL STAFF

Enter the net increase in full-time equivalent basic education certificated instructional staff after October 1 as defined in WAC 392-127-065 and WAC 392-140-904(2).

**Grades K–3 FTEs**

**Grade 4 FTEs**

**Grades 5–12 FTEs**

**TOTAL Grades K–12 FTEs**

### B. NET INCREASE IN SPECIAL EDUCATION CERTIFICATED INSTRUCTIONAL STAFF

Enter the net increase in full-time equivalent special education certificated instructional staff after October 1 as defined in WAC 392-127-065 and WAC 392-140-904(2).

**Grades K–3 FTEs**

**Grade 4 FTEs**

**Grades 5–12 FTEs**

**TOTAL Grades K–12 FTEs**

I certify that all representations made in this report are complete and accurate and the school district has available for audit purposes such documentation as necessary to support these representations. These data include the net increase in FTE as of this date pursuant to WAC 392-127-065 and WAC 392-140-904.

\_\_\_\_\_  
 Signature of Superintendent or Authorized Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 School District

FORM SPI 1158DO (Rev. 6/10)

# INSTRUCTIONS FOR FORM SPI 1158DO

## WHO SHOULD COMPLETE FORM SPI 1158DO?

This is an optional report form that applies only to districts

- that enroll 25 percent or greater of their total full-time equivalent student enrollment in grades K–3 or grade 4 in digital or online programs, as defined in WAC 392-121-182, and
- that have net increases in basic or special education instructional staff after October 1, 2010, that are not reportable on Report S-275.

## PURPOSE OF FORM SPI 1158DO

The Office of Superintendent of Public Instruction will add the net supplemental staff reported on Form SPI 1158DO to staff reported on Report S-275 in determining the school district's 2010–11 staff/student ratios. These ratios affect the school district's state basic education funding as determined by the Biennial Operating Appropriations Act.

## DETAILED INSTRUCTIONS

Report persons employed for the 2010–11 school year.

**Basic education certificated instructional staff** (BEACIS) means persons working in a base contract position for which a certificate is required and assigned to:

Program	01 Basic Education 31 Vocational—Basic—State 45 Skills Center—Basic—State 97 Districtwide Support
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Duty	310 through 490, 630 and 640
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Determine full-time equivalent (FTE) BEACIS pursuant to WAC 392-121-215, such that a person employed for 180 full workdays or more per year equals one FTE.

**Special education certificated instructional staff** means persons working in a base contract position for which a certificate is required and assigned to:

Program	21 Special Education
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Duty	310 through 490, 630 and 640
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Determine full-time equivalent (FTE) special education CIS pursuant to WAC 392-121-212, such that a person employed for 180 full workdays or more per year equals one FTE.

## GRADE GROUP ASSIGNMENT

For purposes of completing Form SPI 1158DO only, determine grade group assignments for kindergarten through third grade (K–3) and grade 4 BEACIS and special education CIS pursuant to WAC 392-140-903(9). See the S-275 reporting instructions for examples.

Note: Split the FTE of staff serving grades K–3, grade 4, and grades 5–12 students between the grade groups in proportion to:

- a. Time spent serving each grade group.
- b. The number of students served in each grade group.
- c. Some combination of a. and b.

## DETERMINING NET INCREASES IN STAFF

For purposes of completing Form SPI 1158DO only, determine net increase in basic or special education CIS FTE as summarized below. Please refer to WAC 392-140-904 for further details.

1. Determine the basic or special education FTE that would be reported for each employee for the school year on Report S-275 if the current date were substituted for the October 1 snapshot date as required in S-275 instructions, and subtract the basic or special education FTE as of October 1 actually reported for the employee on the school district's most current Report S-275.
2. Include decreases as well as increases in staff after October 1 and not reflected in Report S-275. Decreases include terminations, retirements, unpaid leave, and reassignment of staff.

## QUESTIONS

Questions about this form should be directed to Ross Bunda, School Apportionment and Financial Services, (360) 725-6308.